

April 12, 2023

The PUBLIC WORKS ADVISORY COMMISSION met in the Bell Building 2nd Floor Meeting Room at 215 "D" Street. Director Dustin Johnson called the meeting to order at 12:01 p.m.

Public Works Advisory Commission meetings are recorded live. To view the full video, go to <https://livestream.com/lewiston/events/7428184/videos/235787922>.

I. CALL TO ORDER

COMMISSIONER PRESENT: Ryan Rehder; Laura Wright; Kevin Kelly; Kayleigh Philippi

CITY COUNCIL LIAISON PRESENT: Councilor Kathy Schroeder; Councilor Kasee Forsmann

STAFF MEMBERS PRESENT: Dustin Johnson, Public Works Director; Haley Kelley, Public Works Specialist; Aaron Butler, IT

II. CITIZEN COMMENTS

None.

III. ACTIVE AGENDA

A. ELECTION OF OFFICERS (ACTION ITEM)

Commissioners Wright and Kelly moved and seconded, respectively, the nomination of Councilor Kathy Schroeder as Chairperson. The motion was carried 5-0.

Chair Schroeder and Commissioner Philippi moved and seconded, respectively, the nomination of Commissioner Kevin Kelly as Vice-Chairperson. Public Works Specialist Kelley pointed out that Commissioner Philippi is a non-voting member.

Chair Schroeder and Commissioner Rehder moved and seconded, respectively, the nomination of Commissioner Kelly as Vice-Chairperson. The motion was carried 5-0.

B. ADOPTION OF PUBLIC WORKS ADVISORY COMMISSION BYLAWS (ACTION ITEM)

Commissioner Wright questioned the impact of holidays on regular meeting dates. Director Johnson explained that holidays falling on a regularly scheduled meeting will result in cancellation. He pointed out that meetings cannot occur without being publicly advertised and, should the group decide to hold a special meeting to handle business, said meetings would need to be advertised ahead of time. Mr. Johnson added that the commission was intended to be ad hoc but was formalized into a monthly meeting and hoped, for efficiency's sake, that the group would become familiar with Public Works documents to make the most of each meeting.

Chair Schroeder questioned whether the commission should meet biweekly. Mr. Johnson affirmed that it would be the commission's decision.

Commissioner Philippi requested clarification of the term limit in *Article III.B* of the bylaws. Commissioner Rehder clarified that the section in question is in reference to the officer term limits, not commission member term limits.

Commissioner Wright and Vice-Chair Kelly motioned and seconded, respectively, the approval of

the Public Works Advisory Commission bylaws. The motion carried 5-0.

C. DISCUSSION OF INITIAL FOCUS OF COMMISSION (ACTION ITEM)

Commissioner Rehder asked the group what the commission's purpose and function would be.

Director Johnson believed that the commission originated from the now defunct Stormwater Task Force which formed as a result of the previous stormwater utility. The now defunct group was composed of technical and non-technical people who reviewed existing stormwater regulations and master plans, met with staff, and vetted ideas with the public. These efforts culminated in a recommendation letter to Council which has since guided staff efforts on the new utility. Mr. Johnson requested that the members of this commission vet anything brought before them and provide feedback.

Chair Schroeder, Commissioner Philippi, and Councilor Forsmann expressed interest in increased focus on public outreach efforts.

Commissioner Wright shared her thoughts that the commission was an opportunity for the Director to present and vet ideas prior to Council.

Mr. Rehder offered a summary of the commission's purpose as an opportunity to conduct a deeper dive into Public Works efforts, proposals, and decisions.

Commissioner Wright and Vice-Chair Kelly moved and seconded, respectively, that the focus of the commission will be a combination of technical, financial, education and outreach in helping to prioritize various projects or needs within the Public Works Department as a recommendation to the Public Works Director which therefore goes to the City Council for direction. The motion carried 5-0.

IV. AGENDA TOPICS (ACTION ITEM)

Director Johnson stressed that commission housekeeping items would need to be completed up front but requested agenda topics now to keep momentum. Mr. Johnson personally added the topic of stormwater to the list of proposed agenda items in light of the City's formation of a stormwater utility. He shared that the draft ordinance which, once adopted, would serve as the guiding document for the formation of the utility and would be introduced during the May 1, 2023 Work Session. He clarified that the adoption of the ordinance would not include an adoption of any rate.

Commissioner Wright introduced the topic of budget and also requested clarification on the rate adoption process. Mr. Johnson clarified that utility rates are not required to be voted on by the public as it is a service provided and not a tax and is thus under Council's purview. Ms. Wright then asked whether the utility would be for flood mitigation and the control of stormwater or if it would be for maintenance. Mr. Johnson confirmed that the utility would be used to address all of these items.

Vice-Chair Kelly asked how the new utility relates to previous City efforts. Mr. Johnson expressed that the May 1, 2023 Work Session is geared towards addressing that very question. Mr. Kelly then asked if other Idaho municipalities with stormwater utilities also have Municipal Separate Storm Sewer System (MS4) permits. Mr. Johnson explained that the driving force for stormwater utilities in Idaho is due to the state now issuing and administering MS4 permits. The MS4 permit is a federal requirement which

requires monitoring, maintenance, public education, enforcement, etc. compliance requirements. Mr. Johnson reiterated that the stormwater utility is to meet these federal requirements.

Introducing the “Joe Hall Ford” project as an example for public education and outreach purposes, Mr. Kelly shared that he had been questioned in the past as to why the City didn’t save money for this project ahead of time. Mr. Kelly, calling out the Water Treatment Plant and Wastewater Treatment Plant as examples, explained that in the past, the City had not been planning for Capital improvements which is why a rate study was conducted and implemented. Mr. Johnson explained that the City has been saving for the Joe Hall Ford project for years and is merely one component of many long-standing drainage issues of the 21st Street corridor. He stressed that the cost of construction is outpacing the City’s ability to save for projects.

Ms. Wright asked that streets/roads be added to the list of agenda topics.

Mr. Kelly asked how stormwater could be tied into future planning and used the current update to the Comprehensive Plan as an example. Mr. Johnson stated that the Comprehensive Plan is being updated and that all engineering master plans speak to a comprehensive plan and vice versa. He explained that engineering master plans are typically on a five-year cycle which means that as the City adopts the Comprehensive Plan, Public Works will be using that plan to help dictate the master plans in the next few years. Mr. Johnson also explained that the City’s engineering design standards, stormwater design standards, development code, subdivision code, and right-of-way standards have been in review and that the upcoming update to the Comprehensive Plan will inform any updates to these standards.

Director Johnson and Vice Chair Kelly moved and seconded, respectively, that staff bring forward the following items for future agenda topics: budget, stormwater utility, streets/roads, design standards (which would encompass right-of-way, engineering, stormwater, and development code), and regular High Reservoir updates. The motion carried 5-0.

Director Johnson notified the group that an internal City staff budget kick-off meeting would take place that afternoon and that he also planned to present an update on the High Reservoir at every commission meeting. Mr. Johnson then provided the group with an update.

Commissioner Rehder requested that the Lewiston Orchards Irrigation District (LOID) be added as an agenda topic.

Chair Schroeder asked whether there was overlap in infrastructure between the City and LOID. Mr. Johnson clarified that the City and LOID do not have overlap in infrastructure but share one intertie which has been used to supplement water to the other in the past. He stated that staff have already considered LOID water in relation to the High Reservoir but that it was not a viable option.

V. COMMISSIONER COMMENTS

Commissioner Philippi stated that should the group amend the bylaws to biweekly meetings, she would need to attend remotely.

Director Johnson notified the group that an amendment to City Code would be presented to Council to increase the total number of voting members of the commission to seven. Mr. Johnson has received one more application and has received interest from two others who have yet to apply.

Commissioner Wright shared that Public Works Week is May 21st through May 27th with the Public Works Expo being held on May 25th and requested that Mr. Johnson provide an overview of the event. Mr. Johnson explained that the annual Public Works Expo is coordinated alongside other local agencies to provide education on water, wastewater, stormwater, engineering, GIS, traffic, etc. services and is geared towards children but that all are welcome. Ms. Wright expressed that seniors would be another favorable demographic to invite.

Councilor Forsmann said that she is excited to start this and is thankful to the other members for serving.

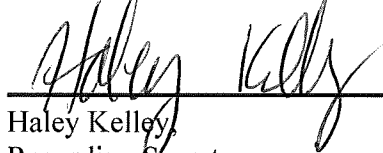
VI. STAFF LIAISON COMMENTS

All commission members confirmed that they would be attending the next regularly scheduled meeting for Wednesday, May 10th.

VII. ADJOURNMENT - Action Item

There being no further business, Vice-Chair Kelly and Commissioner Wright moved and seconded, respectively, to adjourn the meeting. The motion carried 5-0 and the Public Works Advisory Commission adjourned at approximately 1:11 p.m.

RESPECTFULLY SUBMITTED,



Haley Kelley
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 10 day of May, 2023